



PLANNING BOARD

TOWN OF WEBSTER
350 Main Street, Webster, MA 01570
(508) 949-3800 x1002
www.webster-ma.gov
planning@webster-ma.gov

MEETING NOTICE / AGENDA

August 24, 2020

Gladys E. Kelly Public Library, Large Meeting Room, 1st Floor
2 Lake Street, Webster, MA
6:30 p.m.

Please be advised that face masks and social distancing are required. Additional protocols are attached to this agenda. Please read these in advance and call the office if you have any questions. Thank you.

1. Call to Order

2. Action Items

- a. Reorganization - Officers, Central MA Regional Planning Commission Delegates (2)
- b. Worcester District Registry of Deeds Signature Form
- c. Vote to Authorize Director of Planning & Economic Development to Sign For, as and on Behalf of Planning Board Members and to Use Electronic Signature Where Applicable.
- d. Approval of Meeting Minutes - July 27, 2020
- e. 41 East Main Street - Webster First Federal Credit Union - request to release landscaping surety
- f. Draft Decision: Modification of a Special Permit & Site Plan Approval - 30 Worcester Road - Expansion of Parking Lot - Curaleaf Massachusetts, Inc. (Applicant).
- g. Draft Decision: Special Permit / Site Plan / Stormwater Permit - 137 East Main Street - Convenience Store and Gas Station - PMG Northeast LLC (Applicant / Owner)
- h. Draft Decision: Site Plan - 5 Cudworth Road - Expansion of existing loading dock area and parking lot - 5 Cudworth Road, LLC.
- i. Draft Decision: Site Plan - 17 Loveland Road - Reconstruct existing garage and add a second residential unit on the new second floor - Joseph Seraphin (Applicant / Owner)

3. Public Meeting

- a. Site Plan / Stormwater Permit - Commercial Site Development - 13-15 Old Worcester Road - Assessor ID A-6-0; Jeff Dowgiewicz d/b/a Reid Smith Realty, LLC (Applicant / Owner)
- b. Stormwater Permit - Site Stabilization: 0 Douglas Road - Assessor ID A-8-3 and A-8-3-4; Guaranteed Builders and Developers, Inc. (Applicant / Owner)
- c. Site Plan - 17 Loveland Road - Reconstruct existing garage with garage and new second floor and add a second residential unit - Joseph Seraphin (Applicant / Owner). Continued from 7/27/2020.

4. Discussion Items

- a. 108 Thompson Road - Summit Eldercare - As Built Plan Progress - Drainage

5. Adjournment

REC'D WEBSTER TOWN CLERK
AUG 19 '20 PM 3:36



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Planning Board, Zoning Board of Appeals, Conservation Commission Public Meeting / Hearing Requirements and Protocols

The use of the Large Meeting Room of the Gladys E. Kelly Public Library for local government meetings will be in accordance with the State's current requirements for municipal government gatherings. A number of requirements and protocols have been developed to keep everyone safe and ensure that we are meeting the State's requirements. Below is information you will need if you plan to attend a public meeting along with information on how to submit written comments if you choose not to attend.

Please contact the office if you have any questions either at (508) 949-3800 x1002 or at:

- Planning Board, Zoning Board of Appeals: planning@webster-ma.gov
- Conservation Commission: conservation.department@webster-ma.gov

Thank you.

1. **Masks must be worn at all times when in the Building.** The Town does not provide masks so please come prepared to bring your own and wear it in accordance with Town Hall and State requirements.
2. **Social distancing of 6 feet or greater is required when sitting in the meeting room or waiting in the hallway.** Members of the same household may sit together closer than 6 feet if they so desire.

Viewing Meeting Materials in Advance of the Meeting

3. **Website:** Meeting materials including all submitted information from the Applicant and comments received to date can be found at the Town's website (www.webster-ma.gov) as follows:
 - Zoning Board of Appeals / Applications Under Review webpage.
 - Planning Board / Projects Under Review webpage.
 - Conservation Commission / Projects Under Review webpage.
4. **By Appointment:** Meeting and Application materials can be viewed in the office by appointment only. Please go to the Planning Board or Zoning Board of Appeal webpage and fill out a "Request an Appointment" form.

Submitting Written Comments and Materials in Advance of the Meeting

5. Written comments from the public and abutters in advance of the hearing are encouraged. All written comments will be reviewed and considered by the Board during the hearing and at the time of decision.
6. Written comments should be submitted in advance of the meeting to ensure they are entered into the record. Once the hearing is closed no further comments are allowed in accordance with State law.
7. Written comments can be submitted using the Public Hearing Comment forms on the webpages noted under #2, by leaving them in the Drop Off Box outside Town Hall (parking lot entrance), by regular mail or by emailing comments to planning@webster-ma.gov for Planning Board and Zoning Board of Appeals and conservation.department@webster-ma.gov for the Conservation Commission.

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8. Please submit any materials for the Board's consideration on the five (5) days prior to the meeting to allow staff time to process and post all new comments. Materials can be submitted via mail, email or the Town Hall Drop Off Box (see #7). You can bring the material directly to the office by making an appointment. To make an appointment, please visit the Department webpage.

Attending a Meeting at Town Hall

1. **Masks must be worn at all times when in the Building.** The Town does not provide masks so please come prepared to bring your own and wear it in accordance with Town Hall and State requirements.
2. **Social distancing of 6 feet or greater is required when sitting in the meeting room or waiting in the hallway.** Members of the same household may sit together closer than 6 feet if they so desire.
3. If social distancing of 6-feet or greater in the meeting room cannot be achieved, the Chairman will be required to reschedule the meeting.
4. Public hearing sign in sheets with a pen will be set up at the entrance of the meeting room. Please bring your own pen if you do not wish to use the one provided. Hand sanitizer will be available.
5. Anyone wishing to speak to the Board must first be recognized by the Chairman. You will be required to come up to the presenter's table, one at a time, and speak into the microphone.
6. The Chairman will call you to the presenter's table. Only one person may sit at the presenter's table at a time. You will be asked to state your name and address for the public record.
7. No one is allowed to approach the table where the Board or Commission members are sitting at any time for any reason.
8. Anyone wishing to submit new material to the Board at the time of the hearing is required to leave it at the presenters table where it will be picked up at end of the meeting and entered into the record.